**Company Name New Employee Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** |  | **Manager completing:** |  |
| **Position Title:** |  | **Start Date:** |  |

|  |  |  |
| --- | --- | --- |
| **Steps to complete** | **Sent/Requested** | **Received (Completed)** |
| **Personal Details Form** |  |  |
| **Bank Details Form** |  |  |
| **Contract** |  |  |
| **Policies and Procedures** |  |  |
| **Evidence of Working Rights** |  |  |
| **Tax File Form** |  |  |
| **Superannuation Form** |  |  |
| **Position Description** |  |  |
| **Required Qualifications** |  |  |
| **Required Certifications/Licenses** |  |  |

**Onboarding Checklist**

The below is a checklist of all required forms/evidence to be completed by a new employee **PRIOR** to employment. All forms must be stored with HR.   
**First Day Checklist**

The below is a checklist for all required components of a new employees first day, to ensure they are set up for success.

|  |  |
| --- | --- |
| **Component** | **Completed Y/N** |
| **HR Induction** |  |
| **WHS Induction** |  |
| **Introductions to necessary people** |  |
| **Tour of Workplace** |  |
| **IT set up (if required)** |  |